



SECRET

CENTRAL INTELLIGENCE GROUP  
ADMINISTRATIVE INSTRUCTION  
C.I.G. ADMINISTRATIVE ORDER [REDACTED]

*Spec. Ind.*  
*Indexed 10/1/46*  
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STATINTL

PROCEDURE FOR OBTAINING PROPERTY CLEARANCE

1. Policy

No employee, including members of the Armed Services, terminated by or transferring out of C.I.G. shall be given final clearance and/or final salary payment until all monies or property (including CIG entrance credentials) that may have been advanced or assigned to him have been returned or properly accounted for.

2. Responsibility

- a. It shall be the responsibility of each employee leaving the Central Intelligence Group to have Property Clearance Sheet, Form No. 36-20 completed prior to departure from the agency. The Form No. 36-20 will be obtained from the appropriate civilian or military unit of the Personnel Division as close to date of departure as possible, but allowing sufficient time to visit the necessary offices, and will be completed in accordance with the instructions contained therein.
- b. It shall be the responsibility of each office, branch, or division to ascertain that any money or property which may have been assigned to the individual has been returned or properly accounted for before granting clearance. If the individual has no indebtedness and has no property charged to him, Form No. 36-20 will be signed, thus indicating clearance. If the individual is indebted or has property charged to him, clearance will not be made until the indebtedness is liquidated or the property returned.

EFFECTIVE 30 JUNE 1947 CIG ADMINISTRATIVE ORDERS WILL REMAIN IN FORCE UNTIL  
CANCELLED OR SUPERSEDED

RENUMBERED PER CIA GENERAL ORDER [REDACTED]

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c. It shall be the responsibility of the appropriate pay roll or


military unit to ascertain that the Property Clearance Sheet has been completed prior to releasing the final salary payment.

3. Exception

In the event circumstances prevent the individual from having the Property Clearance Sheet completed prior to departure, his final salary payment will be withheld until it has been determined that he is not indebted to the government. Any CIG office, branch, or division in possession of information regarding the indebtedness of an individual will advise the appropriate division of the Personnel and Administrative Branch of the proper money, or other material with which the individual is charged and which has not been returned. Where the indebtedness is in connection with the accountability or responsibility for property, the matter will be referred to the Property Control Section, Services Division, Personnel and Administrative Branch, who in turn will investigate and prepare a report for a Survey Board to be appointed by the Director, which will determine the monetary value of the property and the action to be taken against the individual concerned. Upon a finding by the Survey Board a report will be made through the Property Control Section to the Payroll Unit, Finance Division, Personnel and Administrative Branch, where a claim will be filed against any funds found to be due the individual concerned and collection will be made in accordance with existing laws and regulations. When military personnel are involved in connection with the loss or destruction of property, such cases will be handled in accordance with Army Regulation 35-6040.

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

  
Colonel, AGO

Executive for Personnel and Administration

STATINTL

CENTRAL INTELLIGENCE GROUPC.I.G. ADMINISTRATIVE ORDER

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PROCEDURE FOR OBTAINING PROPERTY CLEARANCE1. Policy

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

  
Colonel, AGO

Executive for Personnel and Administration

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[REDACTED]

CENTRAL INTELLIGENCE GROUP

C.I.G. ADMINISTRATIVE ORDER [REDACTED]

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

  
Colonel, AGD

Executive for Personnel and Administration

8 December 1946

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STATINTL

AGENCY  
CENTRAL INTELLIGENCE GROUP

C.I.G. ADMINISTRATIVE ORDER NO. [REDACTED]

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:



Colonel, AGE  
Executive for Personnel and Administration

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2 December  
29 November 1946

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CENTRAL INTELLIGENCE GROUP

C.I.G. ADMINISTRATIVE ORDER

PROCEDURE FOR OBTAINING PROPERTY CLEARANCE

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

  
Executive for Personnel and Administration

**Office Memorandum • UNITED STATES GOVERNMENT**

TO : Executive for Personnel and Administration

DATE: 7 November 1946

FROM : Chief, Finance Division *EAF*

SUBJECT: Proposed Procedure Issuance

Attached hereto is the original and one copy of a proposed Administrative Order entitled "Procedure for Obtaining Property Clearance". This draft order and the Property Clearance Sheet Form 36-20, an illustrative copy of which is attached, has been checked with and cleared by the Personnel Division, Property Board, Fiscal and Special Funds Sections and the other units concerned.

Will you kindly review the attached draft order and if you consider it satisfactory please have reproduced and released. This office will arrange for the reproduction of the Form No. 36-20 as soon as we are advised of your approval of the instruction. STATINTL

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[REDACTED] advised that adm. Order is approved and being mimeographed 2 Dec. 46. [REDACTED] is to have the form reproduced.

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[REDACTED] The specific reference to the army regulation in the last part of the instruction has been made as suggested, and the draft order is returned herewith.

[REDACTED]

~~CENTRAL INTELLIGENCE GROUP~~CIG ADMINISTRATIVE ORDER NO....PROCEDURE FOR OBTAINING PROPERTY CLEARANCE1. Policy

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Approved For Release 2001/05/01 : CIA-RDP81-00728R000100050037-9

CENTRAL INTELLIGENCE GROUP  
**PROPERTY CLEARANCE SHEET**  
 (TO BE COMPLETED PRIOR TO SEPARATION FROM THIS ORGANIZATION)

NAME		DATE	
NO.	CHECK HERE	INSTRUCTIONS: REPORT TO EACH OF THE OFFICES CHECKED BELOW IN THE ORDER LISTED, THEN SIGN THE CERTIFICATION AT THE BOTTOM OF THE SHEET, LEAVE THE COMPLETED FORMS WITH THE LAST OFFICE CHECKED. NOTE: AFTER THE ABOVE DATE NO ADVANCES OF U.S. GOVERNMENT GRANTS OR PRIORITY WILL BE ISSUED TO YOU.	
1	<input checked="" type="checkbox"/>	PERSONNEL DIVISION SIGNATURE ROOM 107 NORTH BUILDING	DATE
2	<input checked="" type="checkbox"/>	BRANCH ADMINISTRATIVE OR PROPERTY OFFICER SIGNATURE LAST TO WHICH YOU WERE PERMANENTLY ASSIGNED	DATE
3	<input checked="" type="checkbox"/>	PROPERTY CONTROL SECTION SIGNATURE ROOM 118 NORTH BUILDING	DATE
4	<input checked="" type="checkbox"/>	SECURITY DIVISION SIGNATURE ROOM 122 SOUTH BUILDING	DATE
5			DATE
6		SPECIAL FUNDS SECTION SIGNATURE ROOM 116 QUE BUILDING	DATE
7		FISCAL SECTION SIGNATURE ROOM 208 NORTH BUILDING	DATE
8		NAVAL COMMAND SIGNATURE ROOM 216 QUE BUILDING	DATE
9		HEADQUARTERS AND HEAD-QUARTERS DETACHMENT SIGNATURE ROOM 212 QUE BUILDING	DATE

**CERTIFICATION**

I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF I AM NOT  
 INDEBTED TO THE UNITED STATES GOVERNMENT WHATSOEVER AS A RESULT OF MY  
 CONNECTION WITH THIS ORGANIZATION

 \_\_\_\_\_  
 SIGNATURE OF SEPARATING EMPLOYEE

 FORM NO. 36-20  
 NOV 1946

CENTRAL INTELLIGENCE GROUP

C.I.G. ADMINISTRATIVE ORDER [REDACTED]

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE.

STATINTL

  
Colonel, AGC  
Executive for Personnel and Administration

22 November 1946

*Indexed 11-11-46*

CENTRAL INTELLIGENCE GROUP

C.I.G. ADMINISTRATIVE ORDER [REDACTED]

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1. Reference CIG organization chart dated 22 November 1946.
2. The name of the "Commercial Contacts Branch" of the Office of Operations is changed, effective this date, to the "Contact Branch". All organization charts or other records in this connection should be changed accordingly.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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[REDACTED]  
Colonel, CIG  
Executive for Personnel and Administration

RESCINDED PER CIA GENERAL [REDACTED]

25X1A

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